THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0884098** | Date Posted: 09/12/11

POSITION NO: 940934 | Closing Date: 09/23/11

CLASS CODE: 3762

POSITION TITLE: **Senior Caseworker**

DEPARTMENT NAME: DSS - Family Financial Service Unit

DEPARTMENT NO: 88 | WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS | POSITION TYPE: | GRADE: R60A

Days: Monday-Friday | Permanent: ☑ | SALARY:

Hours: 8 a.m.-5 p.m. | Temporary: ☐ | Duration: _____ | $ 26,956.80 Per Annum

Part-Time: ☐ | No. of Hrs/Wk: 40 | $ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Conducts personal interview to obtain information to determine eligibility for service; explains and interprets policies and procedures in area of requested service; assists clients in filling out application including making contacts with state, federal, and Navajo Nation offices in establishing eligibility; identifies related needs and provides auxiliary services by working with clients/families in obtaining or making use of available resources. Identifies specific service provides, monitors, reviews and authorizes services; coordinates and collaborates with service providers to provide follow up and one-to-one service to clients; refers clientele to available resources for assistance; performs case reviews in coordination with service providers; develops and implements individual service plans based on needs assessment, conducts evaluation and follow up of client progress.

Prepares case narratives to establish case record; maintains and ensures confidentiality of case records; documents information pertinent to client's progress, assessments, and case manager notes; arranges and conducts home visits with client and/or family; counsels clients in areas of self-sufficiency, budgeting, education, employment/training, abuse, exploitation, and neglect; attends meetings, training and workshops.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Human Services, Social Work or related field; ***(to recrive full credit for education/training applicant mut submit copies of college transcripts, degrees, certificates, diplomas, etc.)***

Experience:

and two (2) years of social services to disadvantaged people; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of principles and practices of social and human services work; knowledge of Navajo Nation, federal, state, and local resources available. Skill in interpersonal communications and dealing with people; skill in counseling disadvantaged people about their problems; skill in analyzing data and drawing valid conclusions; skill in communicating effectively in both the English and Navajo languages; skill in assessing situations and providing appropriate remedies; skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Possess a valid state driver's license and Tribal Driving Permit, Fingerprinting and Background clearances, CPR/First Aid and Food Handler's permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***